

# Request to Enrol in a Graduate Course

Faculty of Applied Science and Engineering – Department of Mechanical and Industrial Engineering  
The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

Please email this form to the MIE Undergraduate Office ([undergrad@mie.utoronto.ca](mailto:undergrad@mie.utoronto.ca)) by the following deadlines:

FALL SESSION (F) – September 8, 2025 | WINTER SESSION (S) – January 11, 2026

In exceptional circumstances, fourth year MIE undergraduate students may be granted permission to take a graduate course offered by the Graduate Office, Department of Mechanical and Industrial Engineering. The following conditions apply to all students making a special request for enrollment in a graduate course:

1. Permission of the Graduate Office is required. The Graduate Office may also require the instructor's written permission.
2. A student wishing to enrol in a graduate course must have obtained a Cumulative Grade Point Average (CGPA) of at least 3.0.
3. If approved, the graduate course must be designated as Extra (EXT).
4. The course must have original content. Any requested course that significantly overlaps with course material in your program will not be accepted.
5. The deadline to submit a request (with approval from the Graduate Office/instructor) is one week before the last day to add a course.
6. Approval of your request does not guarantee enrolment. Graduate students have priority enrolment in graduate courses.

**Submit this form early if the result of this decision is critical to your fourth year course selections.**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_ PROGRAM: ☐ Mechanical ☐ Industrial

Cumulative GPA: \_\_\_\_\_ COURSE REQUESTED: (e.g. MIE1234H) \_\_\_\_\_

SESSION: ☐ Fall ☐ Winter ☐ Summer

Please confirm that you have obtained approval from the Graduate Office (approval must be attached to your request) ☐ Yes ☐ No

**DECLARATION:** If my request is approved and I am enrolled in a graduate course, I understand that I will have to meet the expectations and deadlines of a graduate course and my marks may not be available until a few weeks later than undergraduate courses.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR INTERNAL USE ONLY:

### To be completed by Undergraduate Associate Chair:

☐ Approved ☐ Denied Undergraduate Associate Chair \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by MIE Undergraduate Office:

☐ Enrolment (if applicable) processed ☐ Student has been notified

☐ Copy of this form sent to the Graduate Program Administrator Date: \_\_\_\_\_

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If you have any questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy

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